

## *Compassionate Leave Policy*

In mid-October, 1993 the Employee Benefits Advisory Committee addressed the possibility of establishing a “Compassionate Leave” Policy to assist with employee needs during circumstances involving a catastrophic illness or injury. Thus, in response to employees' request, the following Compassionate Leave Policy was adopted by the Governing Board on July 26, 1994.

### *Compassionate Leave is:*

- ❖ voluntary and confidential transfer of sick or vacation hours
- ❖ supplemental income used for catastrophic illness or injury
- ❖ available only after all sick, vacation, or compensatory time has been exhausted
- ❖ donated during the open enrollment period

Compassionate leave has been established to provide for the voluntary and confidential transfer of vacation and sick hours from one employee to another to supplement lost wages during the first 90 days of disability. **All information will remain confidential.**

The leave must be due to a **catastrophic** set of circumstances resulting from a non-work related illness or injury to the employee, which prevents the **employee**, from returning to work for a specified period of time.

An illness or injury may be considered catastrophic for the **employee** if it:

- ❖ is a non-work related illness or injury
- ❖ results in the employee being unable to perform all duties of his/her active regular assignment
- ❖ is seriously incapacitating such as those that have the potential for permanent disability
- ❖ is anticipated that the duration of the disability is at least 30 consecutive calendar days

An illness or injury may be considered catastrophic for the **family member** if it:

- ❖ is seriously incapacitating such as those that have the potential for permanent disability
- ❖ is anticipated that the duration of the disability is at least 30 consecutive calendar days

Family members are spouse/partner, children, or parents of an employee. This excludes in-laws except under extreme circumstances.

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# Fiscal Year 2006-2007

An employee **requesting** compassionate leave must:

- ❖ be in an active, regular assignment receiving a pay check
- ❖ be covered by a policy manual and be Governing Board approved
- ❖ have, or need to care for a family member with, a catastrophic illness or injury verified by a physician to be catastrophic
- ❖ be prevented from returning to work for a minimum of 30 consecutive calendar days
- ❖ have exhausted all sick leave, compensatory time, and vacation
- ❖ submit a completed form to the **District Benefits Department, Attn: Compassionate Leave Committee, Confidential**

An employee wishing to **donate** sick or vacation hours must:

- ❖ be covered by a policy manual and be Governing Board approved
- ❖ retain a minimum of 240 hours of sick leave after the donation (No minimum balance is required for vacation hours)
- ❖ complete the donation authorization form for voluntary sick or vacation hours to be transferred
- ❖ submit the white, completed, signed copy of the donation authorization form to the District Benefits Department during Open Enrollment

The value of donated sick or vacation hours will be adjusted proportionately from the wages of the employee donating the hours to the wages of the employee receiving the donation.

The recipient may receive up to **one-third** of his/her wages up to the first 90 days of the disability period. **Combination of Short term disability insurance, if purchased, and Compassionate Leave benefits is not to exceed 100% of the employee's regular wages.**

All unused leave that has been donated will revert to the Compassionate Leave Pool if the leave recipient terminates from the District, returns to work prior to using all leave donated, or if the need for the leave is otherwise abated. Compassionate Leave ends upon the employee's return to work, termination from the District, or entry into the Midterm Disability Program.

